HEALTH RECORD TECHNICIAN II (SPECIALIST)

JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: March 3, 2003

Collective Bargaining   R04/Office and Allied
Identification: Rank-and file position

Job Analysis Conducted By: Joy Brown
                                       Associate Personnel Analyst
                                       Personnel Examinining

Number of Incumbents: There are <u>6</u> incumbents in this classification
                                       per Department of Corrections Filled/Vacant
                                       Position Report dated January 31, 2003.

Subject Matter Expert(s):

Kathie Donahue, Medical Records Director (A), California Medical Facility
> Kathi Donahue currently works as a Medical Records Director (A) with CDC California Medical Facility. Kathi has worked as a Health Record Technician II (Supervisor) for 12 years and has worked for the Department of Corrections for 18 years.

Susan Gabler, Health Record Technician II (Supervisor), Mule Creek State Prison
> Susan Gabler has worked as a Health Record Technician II (Supervisor) for 3 years 5 months with CDC Mule Creek State Prison and 8 years at California Men's Colony State Prison. Susan has been with the Department of Corrections for a total of 12 years.

Arlinda Salgado, Health Record Technician II, Deuel Vocational Institution
> Arlinda Salgado has worked as a Health Record Technician II (Supervisor) for 7 years. Six of those years were spent at Deuel Vocational Institution, and 1 year at Solano State Prison. Arlinda has been with the Department of Corrections for a total of 12 years.

(BACKGROUND INFORMATION OBTAINED FROM THE SUBJECT MATTER EXPERT BACKGROUND FORM)

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INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- Job specification
- Examination bulletin
- California Institution For Men, California Correctional Institution and Central California Women's Facility Duty statements
- Examination history folders
- Class specifications from State of Washington and Federal Government
- Occupational Information Network O*Net
- Conferring with Subject Matter Experts
- Task listing from Subject Matter Experts